Closing a limited company checklist

To close a solvent limited company by striking it off, it must have stopped trading and not changed its name for 3 months. Before applying, pay final wages and close PAYE, cancel VAT, file final accounts and a Company Tax Return with HMRC, pay any tax, distribute remaining assets and close the bank account. Then file DS01 and send a copy to everyone affected within 7 days.

Check strike-off is the right route

- [ ] The company hasn't traded or sold stock in the last 3 months.
- [ ] It hasn't changed its name in the last 3 months.
- [ ] It isn't threatened with liquidation and has no agreement with creditors, such as a CVA.
- [ ] Directors and shareholders agree to close it. If not, or if it can't pay its debts, take advice on liquidation instead.

Staff and payroll

- [ ] Follow the rules if you're making staff redundant.
- [ ] Pay all final wages and salary.
- [ ] Tell HMRC the company has stopped employing people.

Tax

- [ ] Cancel VAT registration within 30 days of stopping trading, and file the final VAT Return.
- [ ] Prepare final accounts and a Company Tax Return, telling HMRC they're the final trading accounts.
- [ ] Pay Corporation Tax and any other tax the company owes.
- [ ] Claim terminal loss relief on the final return if the last year made a loss.
- [ ] Clear any director's loan account balance.

Assets and money

- [ ] Collect money owed to the company and pay its debts.
- [ ] Distribute remaining assets to shareholders before it's struck off: anything left passes to the Crown, including later refunds.
- [ ] Close the company's bank accounts.
- [ ] Check the personal tax on what shareholders take out.

Apply and tell people

- [ ] File form DS01 with Companies House, signed by a majority of the directors. The fee can't be paid by a cheque from the company's own account.
- [ ] Send a copy within 7 days to shareholders, creditors, employees, pension trustees and any director who didn't sign.
- [ ] Keep business records, such as bank statements, invoices and receipts, for 7 years after strike-off.

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Guidance and the latest version: https://www.countify.co.uk/resources/checklists/closing-a-limited-company-checklist